## PURPOSE

This item contains the roles of program office, Bureau of Grants and Purchasing (BGP), Bureau of Budget, and Bureau of Finance and Accounting staff related to outgoing grant management, and the responsibilities that may go along with those roles. Note that not all responsibilities may apply to one role and not all responsibilities may be listed. For more information on specific subjects, please see that section of the Grant Policy Manual.

## POLICY

### *Program Office*

The Michigan Department of Health and Human Services (MDHHS) electronic grants management system (EGrAMS) has a Grantor role for programs with Contract/Project Manager and Grant Administrator/Program Manager system access permissions for oversight of outgoing grants:

1.  Contract/Project Manager - individuals with this system access permission work directly with the grantee.

2.  Grant Administrator/Program Manager (only state employees are authorized to be assigned to this system access permission) - State employees with this system access permission oversee the Contract/Project Manager.

The responsibilities of the program office may include, but are not limited to:

1.  Identify overall strategic goals of the grant program prior to requesting outgoing grants.

2.  Develop grant program synopsis and purpose statements in conjunction with BGP grant analyst. The synopsis is an overall statement about the program. Purpose statements can be different for each grantee.

3.  Select grantee through a competitive process or direct solicitation.

4.  Complete and submit an outgoing grant request to BGP.

5.  Obtain approval of outgoing grant request from Bureau of Budget.

6. Assist BGP grant analyst in developing a Request for Proposal (RFP) and an evaluation plan when a competitive process is used.

7. Approve RFP for posting.

8. Compile questions from applicants during initial RFP posting period. Prepare and submit draft Q & A's to BGP grant analyst.

9. Submit access forms for electronic grants system to add or delete system users.

10. Complete risk assessment of grantees in compliance with 2 CFR 200.

11. Approve grantee selection.

12. Approve draft agreements.

13. Monitor grantee's compliance with agreement terms.

14. Complete and submit amendment requests as needed.

15. Complete CM-0005, Agreement Termination Request, and submit to BGP mailbox as needed.

### *BGP Grants Division*

The responsibilities of the BGP Grants Division may include but are not limited to:

1. Provide technical assistance and training on the grant process.

2. Develop program synopsis and purpose statements in conjunction with grant administrator/program office.

3. Develop and maintain agreement templates, forms, and processes.

4. Develop grant application.

5. Prepare and review RFP documents and post to electronic grants system.

6. Receive draft RFP Q & A's, edit, revise, and post to electronic grants system.

7. Assign and train the evaluators.

8. Distribute RFP's, Q & A's, and proposals to the evaluators.

9. Chair evaluation committees, prepare and maintain grant evaluation documents.

10. Prepare and post letter of award recommendation in the electronic grants system.

11. Review application and work with grant administrator to revise and negotiate final application.

12. Prepare and submit State Administrative Board forms.

13. Obtain grantee and MDHHS signatures to fully execute agreement.

14. Review amendment requests and recommend for approval or denial.

15. Complete and submit Federal Funding Accountability and Transparency Act (FFATA) reports.

### *Bureau of Budget*

The responsibilities of the Bureau of Budget may include, but are not limited to:

1. Provide funding pre-approval for applications to be issued, including accounting codes.

2. Provide accounting codes and modify as needed.

3. Enter accounting codes in electronic grants system.

### *Bureau of Finance and Accounting*

The responsibilities of the Bureau of Finance and Accounting may include, but are not limited to:

1. Process payments to grantees.
2. Reconcile payments processed in SIGMA to electronic grants system records.
3. Process year-end transactions based on obligations reports submitted by Grantees.

**CONTACT**

For more information contact MDHHS-MIEGRANTS-AGREEMENT-DOC.

State of Michigan employees can visit the [BGP website](#) at Inside MDHHS > About > Offices and Departments > Financial Operations > Bureau of Grants and Purchasing.